

ILL Technical Group Meeting

February 25, 2021

Via Zoom

1. **Call to Order:** 9:31 a.m.

2. Approval of Minutes: L. Neidorf (WLK) motioned to approve the meeting minutes from January 23, 2020 Tony Letrich (Park Ridge) seconded. Minutes approved.

3. Reports:

a. Chair: Jeanie Kennedy (Lake Forest)

Vacancy for Vice –Chair and Secretary. Zoom visit of RAILS Mark Hatch and Demond Warfield.

b. Vice Chair: Stephanie Klemp from Highland Park volunteered, Maryellen Essig, Niles-Maine District Library volunteered for Secretary.

4. **CCS Staff Reports**

a. Mieko Fujiura-Lander--none

b. Debra Wischmeyer---none

5. **NEW BUSINESS:**

a. Rails Presentations and Updates

i. Changes in Delivery Quarantine Requirements – Mark Hatch: Mark Hatch talked about best practices and Help desk email. Please communicate to the help desk-- railsdelivery@railslibraries.info
Precautionary measures taken by RAILS and CTL Staff – Mark Hatch

ii. Precautionary measures taken by RAILS and CTL staff. Demond Warfield mentioned quarantine time has been reduced to 24 hours. Talked about best practices for COVID-19 RAILS has instituted in their workplaces and the vans. Tom Nickelson at CTL was on the phone. Similar protocol, sorters wear masks and gloves.

b. Election of Officers ---Mieko went through responsibilities of Vice-chair and Secretary. Stephanie Klemp (Highland Park) nominated for Vice-Chair, Maryellen Essig (NMDL) nominated For Secretary. Voted as a slate. All Approved.

c. Presentation of Item- level holds vs Title-level holds. (Debra/CCS) Best Practice is always to choose a title-level holds. Recommends placing a free-text block in item record for lost items, withdrawn or unfillable hold. If an item becomes available, the hold still says it is unfillable. Can use the “fill now” if you have the item. Louise mentions item-hold report. Free text box needs to be manually removed.

d. Discussion: Who at your library handles questions regarding intra-CCS loans vs out-of-system CCS loan? From the contact list it appears most handle both.

e. Discussion: Handling of overdue OCLC items. Extending “COVID kindness.” Everyone has been very lenient due to the mail issues. Some are never reaching their destinations. A year is when most are sending overdues.

f. ILL items and reporting: How do you report your ILL statistics. Highland park, Lake Forest use WorldCat OCLC. statistics. Some use CCS for board reports. Many do it manually or in a spread sheet.

g. Share vs OCLC borrowing. How often does your library use Share Programs vs WorldCat OCLC?
Share was not used by anyone.

h. Leap Outreach Services. (Meiko/CCS) Presentation of the Leap Outreach function in Leap.

i. Follow-On Searching in the PowerPac (Mieko/CCS) Presentation of the Follow-On searching for the PowerPac.

j. What to do about duplicate records. (Angy/DPK) merge records if duplicate barcode. If you run into a block or different barcode send to CCS.

k. Jackie passed on adding note to item record for minor damage.

j. Discussion of Switch games missing.

6. Adjournment

Motion to adjourn (11:02) Jackie Janavicius (LVK) moved the meeting be adjourned, Louise Neidorf (WLK) seconded.

Attendees:

Algonquin Cary Area	Wendy Theehs Susan Boldt, Cheryl Allen
CCS	Mieko Fujiura, Debra Wischmeyer
Crystal Lake Des Plaines	Julie Gibson Angy Walker Elliott Rowe
Ela Evanston Fox River Valley Fremont Glencoe Glenview Grayslake	Laurie White, Lori Sollenberger Absent Keri Carroll Karen Bolton, Joyce Cumberland Danny Burdett Karen Kee, Yelena Dereka Tiffany Pruitt, Ginnie Vehlow, Annette Santello
Highland Park Huntley Indian Trails Lake Forest Lake Villa Lincolnwood McHenry Morton Grove Niles Northbrook Park Ridge Prospect Heights	Stephanie Klemp Donna Klehr, Denise Wahl Absent Absent Jackie Janavicius Absent Absent Absent Maryellen Essig Andi Goese Tony Letrich Sophia Bochula Betty Shubeck
RAILS	Mark Hatch Demond Warfield
Round Lake	Alisha Smaby Jian Rao
Wilmette	Kim Hegelund Louise Neidorf Amy Yung
Winnetka Zion-Benton	Absent Paula Pavelski